ADJUSTMENTS USER MANUAL

THE ADJUSTMENTS STATUS SCREEN

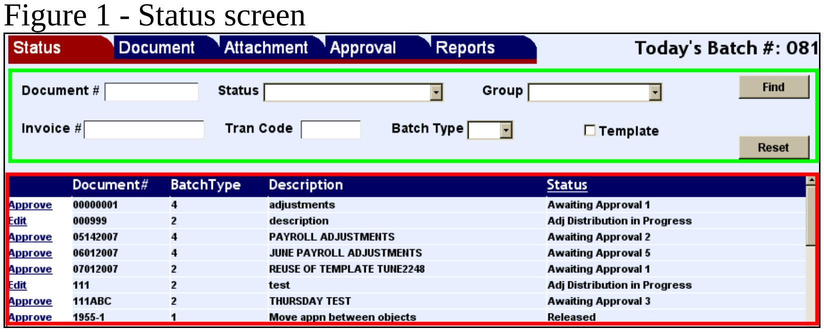
STATUS SCREEN OVERVIEW

The **Status** screen displays adjustment documents that have been entered and saved in the application. You can search for and open documents to finish the adjustment transaction process. You can also search for and open any Templates you have saved. The current day's Batch number is also displayed (transactions released that day will have that batch number). The batch numbers are automatically incremented from 001 to 899.

There are two parts of the **Status** screen:

- A search criteria area in which you can select or enter information and then click **Find** to find specific adjustment documents.
- A list of adjustment documents sorted by **Document #**.

Figure 1 - Status screen


Status | Document | Attachment | Approval | Reports — Today's Batch #: 081

Document # | Status | Group | Find
Invoice # | Tran Code | Batch Type | Template | Reset

	Document#	BatchType	Description	Status
Approve	00000001	4	adjustments	Awaiting Approval 1
Edit	000999	2	description	Adj Distribution in Progress
Approve	05142007	4	PAYROLL ADJUSTMENTS	Awaiting Approval 2
Approve	06012007	4	JUNE PAYROLL ADJUSTMENTS	Awaiting Approval 5
Approve	07012007	2	REUSE OF TEMPLATE TUNE2248	Awaiting Approval 1
Edit	111	2	test	Adj Distribution in Progress
Approve	111ABC	2	THURSDAY TEST	Awaiting Approval 3
Approve	1955-1	1	Move appn between objects	Released

TO SORT THE DOCUMENT LIST

In the list of documents, click any of the column headers to sort the list. For example, click **Document #** to sort the list by document number or click **Batch Type** to sort the list by the batch type. Column headers include:

- **Document #** - eight character alphanumeric document number.
- **BatchType** – the Batch Type - A - Adjustments, 1 - Budgetary, 2 - Receipts/Revenue, 3 - Expenditures/Enc, 5 - General.
- **Description** – a 30 character description.
- **Status -** The status of the document in the application.

TO SEARCH FOR A DOCUMENT

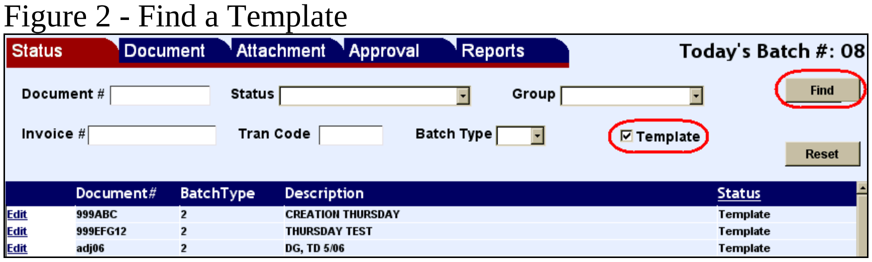
1. Select or enter search criteria (e.g., **Document #**, **Status**, **Tran Code**, etc.). When selecting **Status**, the list will contain the status of documents that are in the application, not a list of all possible status.
2. If desired, search by Group name. (Groups are created on the **Documents** screen. New or existing documents can be categorized by applying a Group name.)
   a. Click the asterisk next to the **Group** field
   b. Select a group name from the menu.
3. Click **Find**. The document(s) will appear in the document list section.
4. If necessary, click **Reset** to reset the search criteria to the defaults and click **Find**.

   NOTE: To find documents that have been sent to STARS, use the **Reports** screen to run a report based on the batch date.

TO SEARCH FOR A TEMPLATE

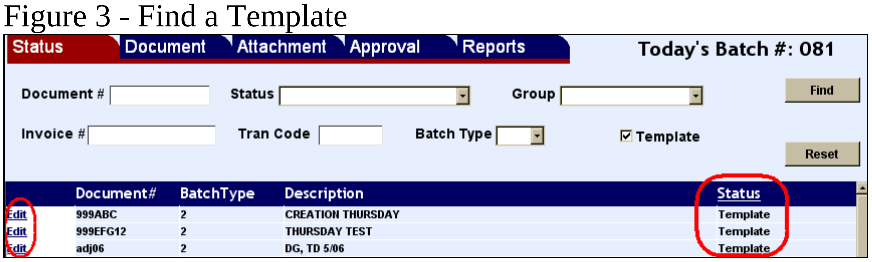
1. If desired, select or enter search criteria (e.g., **Document #, Status**, **Tran Code**, etc.)
2. Check the **Template** check box and then click **Find**. The template(s) will appear in the document list section. (If no specific criteria are selected, all templates will be displayed.

Figure 2 - Find a Template



3. Click **Edit** next to the Template that you want to use. See the Creating and Using a Template document for more details.

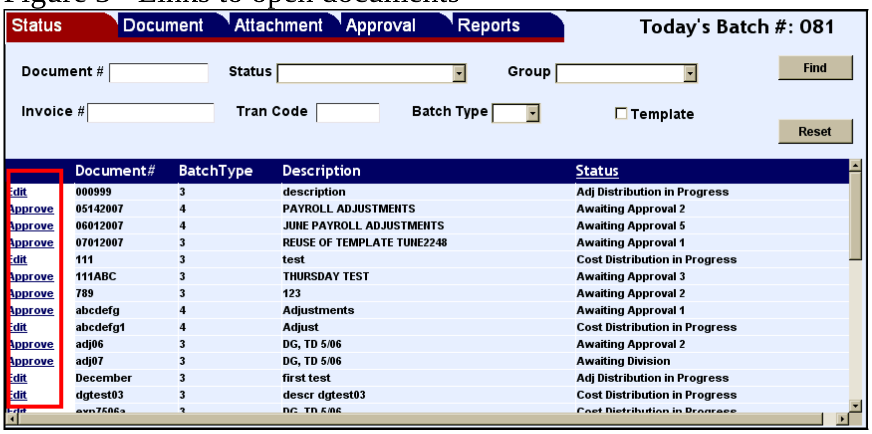
Figure 3 - Find a Template



TO OPEN A DOCUMENT

1. Once you have located a document, either by looking through the document list or by searching for one, click the link next to it to open the document to complete the process indicated in the **Status** column.

Figure 3 - Links to open documents



2. Click **Edit** to complete fiscal coding and/or distribution. This will open the document in the **Document** screen.
3. Click **Approve** to open an Adjustments document that needs to be approved (according to your agency's approval process). This will open the document in the **Approval** screen.

TO ATTACH SCANNED DOCUMENTS

To attach scanned documents, you must first select **Edit** or **Approve** on the **Status** screen to open the document. Then click the **Attachment** tab to browse for and upload your documents. See Adding Scanned Documents for details.